

INSTRUCTIONS FOR COMPLETING PERSONAL OFFENSE WORKSHEETS

Worksheet # 1 – PERSONAL PRISON IN/OUT WORKSHEET

1. **Most Serious Conviction Offense** - The scorer should select only the most serious offense being sentenced at the current sentencing event. Where two or more offenses have the same score, please circle the specific offense scored as the most serious conviction offense on this worksheet. (See General Instructions.)
2. **Number of Prior Adult Felony Convictions** - Count all prior felony convictions that occurred prior to the arrest date(s) of the offense(s) being sentenced at the current sentencing event.
3. **Prior Incarceration with Sentence Imposed of 1 Year or More** - Count prior prison, jail or Department of Corrections/community corrections sentences where the non-suspended time imposed was one year or greater. Count only sentences that occurred prior to the arrest date(s) of the offense(s) being sentenced.

Notes: This should be counted each time a person enters the prison system, whether or not the person actually *serves* at least a year. As long as the “non-suspended” portion of the sentence was one year or longer at the time of admission, this should be counted.

This factor is not cumulative. For instance, if a defendant was sentenced to serve two separate non-suspended six month sentences, they should not be counted here. Only count those sentences where the non-suspended time imposed at one sentencing event was at least one year.

4. **Number of Prior Juvenile Delinquency or Youthful Offender Adjudications (Violation/Misdemeanor/Felony)** - Count all prior juvenile delinquency and Youthful Offender adjudications that occurred prior to the arrest date(s) of the offense(s) being sentenced at the current sentencing event.
5. **Possession/Use of Deadly Weapon or Dangerous Instrument**– Count this if the offender used or brandished a deadly weapon or dangerous instrument. This factor should not be counted if the deadly weapon or dangerous instrument is merely “loot” or proceeds of a sale. There should be a connection other than the mere possession of the deadly weapon or dangerous instrument for this factor to be scored. For the purposes of completing the worksheets, a deadly weapon or dangerous instrument shall be defined pursuant to Sections 13A-1-2 and 13A-11-72, Code of Alabama 1975.

Additionally, this factor should be counted if the defendant enters a dwelling with a deadly weapon whether or not it was used or brandished during the commission of the offense.

Most Serious Offense at Conviction Ranking

Murder – 728 points
§13A-6-2

Rape I – 386 points
§13A-6-61

Robbery I – 374 points
§13A-8-41

Manslaughter – 238 points
§13A-6-3

Sodomy I – 235 points
§13A-6-63

Robbery II – 173 points
§13A-8-42

Assault I – 148 points
§13A-6-20

Rape II – 129 points
§13A-6-62

Robbery III – 89 points
§13A-8-43

Sodomy II – 81 points
§13A-6-64

Assault II – 72 points
§13A-6-21

Worksheet # 2 - PERSONAL PRISON SENTENCE LENGTH WORKSHEET

1. **Most Serious Conviction Offense** - The scorer should select only the most serious offense being sentenced at the current sentencing event. (See General Instructions.)
2. **Number of Prior Adult Felony Convictions** - Count all prior felony convictions that occurred prior to the arrest date(s) of the offense(s) being sentenced at the current sentencing event.
3. **Number of Prior Incarcerations with Sentence Imposed of 1 Year or More** - Count prior prison, jail or Department of Corrections/community corrections sentences where the non-suspended time imposed was one year or greater. Count only sentences that occurred prior to the arrest date(s) of the offense(s) being sentenced.

Notes: This should be counted each time a person enters the prison system, whether or not the person actually *serves* at least a year. As long as the “non-suspended” portion of the sentence was one year or longer at the time of admission, this should be counted.

This factor is not cumulative. For instance, if a defendant was sentenced to serve two separate non-suspended six month sentences, they should not be counted here. Only count those sentences where the non-suspended time imposed at one sentencing event was at least one year.

4. **Prior Incarceration with Sentence Imposed of Less Than 1 Year** - Count prior prison, jail or Department of Corrections/community corrections sentences where the non-suspended time imposed was less than one year. Count only sentences that occurred prior to the arrest date(s) of the offense(s) being sentenced.

Note: If a defendant received a non-suspended sentence of less than one year to be served concurrently with a sentence of more than one year, it should not be counted here. This factor should only be scored in cases where the defendant received a non-suspended sentence of less than one year separate and apart from any longer period of incarceration imposed.